





## Mar Lee School....“The best CHOICE!”

The handbook is included in your child’s BEARCAT JOURNAL as a quick reference to school policies. More importantly, this book can be used as a two way communication tool between the school and home. Please check daily for updates and take good care of it, as replacements will cost \$5.00. Thank you for all of your hard-work and support!

### 2019-2020 Directory of Faculty & Staff

#### **Office Personnel**

Chad M. Holt	Superintendent/Principal	<a href="mailto:holtc@mar-lee.org">holtc@mar-lee.org</a>
Wendy Thompson	Administrative Assistant	<a href="mailto:thompsonw@mar-lee.org">thompsonw@mar-lee.org</a>
Laura McDonough	Administrative Assistant	<a href="mailto:mcdonoughl@mar-lee.org">mcdonoughl@mar-lee.org</a>
Michelle VanSickle	Student Support Services	<a href="mailto:vansicklem@mar-lee.org">vansicklem@mar-lee.org</a>

#### **Kindergarten and First Grade Teachers**

K-Brook Viele	<a href="mailto:vieleb@mar-lee.org">vieleb@mar-lee.org</a>
K-Linda Coleman	<a href="mailto:colemanl@mar-lee.org">colemanl@mar-lee.org</a>
1 <sup>st</sup> -Vacant	TBD

#### **Second and Third Grade Teachers**

2 <sup>nd</sup> -Chiquita Hamilton	<a href="mailto:hamiltonc@mar-lee.org">hamiltonc@mar-lee.org</a>
3 <sup>rd</sup> -Tina Rocco	<a href="mailto:roccot@mar-lee.org">roccot@mar-lee.org</a>
3 <sup>rd</sup> -Pam Crull	<a href="mailto:crullp@mar-lee.org">crullp@mar-lee.org</a>

#### **Fourth and Fifth Grade Teachers**

4 <sup>th</sup> -Susan Higgins	<a href="mailto:higgins@mar-lee.org">higgins@mar-lee.org</a>
5 <sup>th</sup> -Kevin McCann	<a href="mailto:mccannk@mar-lee.org">mccannk@mar-lee.org</a>
5 <sup>th</sup> -Gail Rodgers	<a href="mailto:roddersg@mar-lee.org">roddersg@mar-lee.org</a>

#### **Middle School Teachers**

Debra Bonnaire	Math	<a href="mailto:bonnaired@mar-lee.org">bonnaired@mar-lee.org</a>
Heather Fazekas	Reading	<a href="mailto:fazekash@mar-lee.org">fazekash@mar-lee.org</a>
Rockne Finley	Science	<a href="mailto:finleyr@mar-lee.org">finleyr@mar-lee.org</a>
Chris Henke	Social Studies/Science	<a href="mailto:henkec@mar-lee.org">henkec@mar-lee.org</a>
Stacy Tucker	English/Reading	<a href="mailto:tuckers@mar-lee.org">tuckers@mar-lee.org</a>
TBD	Social Studies/Math	TBD

#### **Special Education Teachers**

Shawn, Burritt	<a href="mailto:burritts@mar-lee.org">burritts@mar-lee.org</a>
Kayla Childs	<a href="mailto:childsk@mar-lee.org">childsk@mar-lee.org</a>
Alexis Salow	<a href="mailto:salowa@mar-lee.org">salowa@mar-lee.org</a>

#### **Autism Spectrum Disorder Teachers**

Betty Bigelow	<a href="mailto:bigelowb@calhounisd.org">bigelowb@calhounisd.org</a>
Kim Herron	<a href="mailto:herronk@calhounisd.org">herronk@calhounisd.org</a>

#### **Specials Teachers**

Dennis Patton	P.E. and Health	<a href="mailto:pattond@mar-lee.org">pattond@mar-lee.org</a>
Rebecca Zona	Title I/P.E.	<a href="mailto:zonar@mar-lee.org">zonar@mar-lee.org</a>
Sarah Cavis	Music/Band/Foreign Language	<a href="mailto:caviss@mar-lee.org">caviss@mar-lee.org</a>
Michele MacInnes	Art/Creative Writing	<a href="mailto:macinnesm@mar-lee.org">macinnesm@mar-lee.org</a>
TBD	P.E./Health	TBD

#### **Food Service**

Sherry Kleinfelt	Food Service Manager	<a href="mailto:kleinfelts@mar-lee.org">kleinfelts@mar-lee.org</a>
Kathy Neal		<a href="mailto:nealk@mar-lee.org">nealk@mar-lee.org</a>

#### **Transportation Director**

Julie Jordan	<a href="mailto:jordanj@mar-lee.org">jordanj@mar-lee.org</a>
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### **The Mar Lee MISSION**

The mission of the Mar Lee School District is to provide all students diverse educational programs with emphasis on basic skills and life skills. Student self-esteem and a positive and stimulating environment are necessary components to prepare students for our changing world. Students are our number one priority.

### **Welcome Message**

It is our pleasure to welcome you to the 2019-2020 Mar Lee School year! The Mar Lee staff has been working hard to plan for the many upcoming educational opportunities we will be offering your child.

Mar Lee School's Positive Behavior Support approach to teaching our students to be self-directed learners is up and running. At every opportunity, we will be teaching and guiding our youngsters toward an independent and successful path of learning that focuses on the strengths of our students. We look forward to working with all of our families on this endeavor.

In order to provide the most successful and safe learning environment for our students, it will be very important for us all to work together.

Please take some time to review this handbook with your child. Thank you in advance for all of your support and efforts throughout this upcoming school year. We are going to have a great year!

### **The Mar Lee VISION Statement**

Mar Lee School will provide its students a safe, nurturing, and positive environment that is conducive to learning, embraces diversity, fosters individual responsibility, and supports individual growth;

- 🐾 The Mar Lee School will provide all its students a “guaranteed curriculum” that is aligned with the applicable state standards, is rigorous and success-focused, and is designed to allow for students to actively participate in enhancing their own education and establishing high expectations for themselves.
- 🐾 The Mar Lee teachers will provide high quality and effective instruction with a focus on student learning and provide appropriate accommodations to ensure all students are successful.
- 🐾 The administration and board members of the Mar Lee School District will provide the necessary leadership and resources, establish the appropriate goals, and work collaboratively with all staff and the community to preserve Mar Lee School as an outstanding educational institution.

### **Mar Lee School BELIEF Statements**

- 🐾 ALL students thrive in a nurturing and stimulating environment.
- 🐾 ALL students can learn.
- 🐾 ALL students should have a basic foundation of skills and knowledge in order to achieve future success.

### **Continuous School Improvement Goals**

- 🐾 All students will improve their numbers and operations skills in math.
- 🐾 All students will improve reading comprehension.
- 🐾 All students will improve in writing.

\*\*All Mar Lee School teachers are involved in the **Continuous School Improvement Process**.

All teachers serve on one of the goal area committees. All efforts and action plans are then made school-wide. At Mar Lee, we are focused on working together to improve academic achievement

for ALL of our students!

### **Acceptable Use Policy**

All students and parent will be required to sign an “Acceptable Use” internet policy. Parents and students need to sign this document before they will be allowed to use the computers at Mar Lee. Parents, please read this carefully as it contains some very important information regarding the usage of internet and technology.

### **Athletic Events**

Parents or adult in-charge must be present with students if they attend an athletic or performance event at Mar Lee School. Students are expected to attend the event and not be in the halls or on the playground without supervision. Unaccompanied students will be sent to KidsWatch and parents will be charged accordingly.

### **Athletic Opportunities at Mar Lee**

**Fall Sports:** Volleyball **Winter Sports:** Boys and Girls Basketball **Spring Sports:** Track

The Mar Lee District provides a number of athletic programs for our students, and we encourage our students to participate in these programs. You should be aware Mar Lee School District does not have individual student insurance coverage for our students. We encourage all students who participate in any athletic program to have insurance coverage although it is not required. In the event of any accident involving a student athlete, it will be the responsibility of the parent to cover any and all medical costs either through your own medical insurance or personally. Due to the high cost of medical services we strongly encourage you have your child covered by an insurance policy. The State of Michigan has insurance available through the MI Child program for children under the age of 19. Information on this program can be obtained by calling 1-888-988-6300. Some information is available in the school office.

### **Attendance**

The Mar Lee School District recognizes and emphasizes the value of regular attendance in a child’s education. Please make every effort to have your child in school for the full-school day each and every day. Missing even one day or one period limits the amount of learning and the learning experience your child will be exposed to and engaged in. Daily attendance is a high priority and one of the most significant factors in your child’s education. We ask that you call Mar Lee School office at 781-5412, before 9:00 if your child is not going to be at school that day.

### **Absence Notification Process**

5 days absent-Skyward generates a notice of days missed to the parent.

10 days absent-Skyward generates a notice of days missed to the parent and a letter is sent home with regard to statute MCL 380.1561, 380.1599, 712A.2.

15 days absent- Unless there are extenuating circumstances, the principal refers the case to the county truancy officer.

### **Tardy/Absence Policy**

Students are expected to be in school on time every day. A significant lesson to be learned in school is the importance of regular attendance and being on time. Learning is taking place each day in class. These learning experiences can never be duplicated.

When a student is not in attendance, he/she is missing a valuable portion of his/her education. A K-8 student is considered absent when they miss more than 20% of the class period. A student is tardy when he/she misses up to 20% of a class period. K-5 consists of two class periods, A.M. and P.M. and our 6<sup>th</sup>-8<sup>th</sup> grade consists of 7 class periods of 54 minutes.

#### Kindergarten-5<sup>th</sup> Grade

School begins at 8:40 A.M.

Arrive between 8:41 and 9:20-present but tardy

Arrive after 9:20 A.M.-unexcused absence for A.M. period

Must be present by 1:05 to be present for P.M. period

#### 6<sup>th</sup>-8<sup>th</sup> Grade

School begins at 8:40

Arrive to class period 11 minutes late-tardy

Arrive to class period 12 minutes late-unexcused absence

**\*School begins at 8:40.**

Extended Absence/Illness Students who are absent for an extended period of time due to a long term illness, accident, and/or hospitalization, may be exempt from the attendance requirement. Official documentation from a physician certifying the student's inability to attend school will be required. Please contact our school office so we can work with you.

Leaving School Early-Students must be signed in and out of the office by a parent, guardian or their designee. If anyone other than a parent or guardian is to pick up the student, a note is required in order for the school to release the student. This is for the safety and protection of all of our students.

#### **Band**

All students in grades 5-8 have the opportunity to participate in Band at Mar Lee School. Students who choose to participate in the band will be expected to honor their commitment for the entire school year.

Band Director: Sarah Cavis, [caviss@mar-lee.org](mailto:caviss@mar-lee.org)

#### **Bicycles**

Students are discouraged from riding bicycles to school as there is not a safe bike lane near the school.

#### **Bullying/Harassment**

HARASSMENT is defined as inappropriate conduct that is repeated enough or serious enough to negatively impact a student's educational, physical, or emotional well-being. This would include harassment based on any of the legally protected characteristics such as sex, race, color, national origin, religions, height, weight, sexual orientation, or disability. Harassment would include such activities as stalking, bullying, name calling, taunting, hazing, or other disruptive behavior.

BULLYING is a form of harassment. For the purposes of this policy, "bullying" is defined as: the repeated intimidation, humiliation or ridicule of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. Bullying behavior may include, but are limited to, actions such as: verbal taunts, name calling and put downs, including ethnically based or gender based verbal put downs, and extortion of money or possessions. Bullying is disruptive to the educational process and,

therefore, is not acceptable behavior and is prohibited.

Students who engage in any act of bullying while at school, at any function in connection to or with any District sponsored activity or event, or while traveling to or from school are subjected to disciplinary action up to and including suspension or expulsion.

As may be required by law, law enforcement officials shall be notified of bullying incidents.

1. This rule applies when a student is:

- On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school)
- Off school grounds at a school activity, function, or event
- Traveling to or from school or a school activity, function, or event; or
- Using property or equipment provided by the school

2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

### **Calendar 2019-2020 School Year**

Monday August 19	Open House
Wednesday August 21	First Day of School
Friday August 30	No School
Monday September 2	Labor Day Weekend
Friday October 18	End of 1st Quarter
Tuesday October 22	PM Conferences
Wednesday October 23	PM Conferences
Thursday October 24	PM Conferences
Friday October 25	Half day
Wednesday November 27-29	Thanksgiving Break
Friday December 20	End of 1st Semester
Monday December 23- Jan 3	Christmas Break
Monday January 6	Report cards sent home
Monday January 20	MLK Day
Monday February 17	Half day
Friday March 13	End of Third Quarter
Tuesday March 17	PM Conferences
Wednesday March 18	PM Conferences
Thursday March 19	PM Conferences
Friday March 20	Half day
Friday April 3	Day before Spring Break
Monday April 6-10	Spring Break
Monday May 25	Memorial Day
Friday May 29	Last Day of School

### **Car Riders**

Car riders will arrive and be dismissed from the east end of the school. Parents are encouraged to utilize the pickup/drop off line rather than parking and entering the school to expedite arrival/dismissal procedures and alleviate traffic concerns. Cars should pull forward to the farthest cone to drop off or pick up their child. Please drive slowly during these times. The traffic flow will be clockwise for both pick up and dismissal. Students

will not be released from the secure area until their car has stopped at a cone.

**Cellphones/Wireless Communication Devices**

All wireless communication devices are to be powered off and out of sight when on school buses or school grounds unless a Mar Lee staff member specifically requests otherwise for educational purposes. This applies to all school related activities before, during, and after normally scheduled school hours. Parent and students may reach each other anytime during the day through the school phone system. Students who do not adhere to this guide line will be subject to discipline in accordance with the behavior matrix.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

**Communication**

The **BEARCAT JOURNAL** (this assignment folder) will come home daily.

The **BEARCAT PAUSE.....**, a weekly snapshot of events, is available once a week on the Mar Lee Facebook page. Paper copies are also available in the office.

The **NOTEPAD** will be posted monthly on the Mar Lee website and are available in the office.

**Text Notifications** through “Remind”-Send the following text to @g792d4d to the number **81010** to sign up

**Website-** <http://www.marleeschool.com> **Facebook Page-**

<https://www.facebook.com/marleeschool>

**Daily Schedule\***

7:30-8:30..... KidsWatch  
8:35.....Students arrive and breakfast is served  
8:40.....Morning meeting in cafeteria for K-5

11:20-12:00 ..... K-8 Lunch\*  
 3:35.....Student Dismissal  
 3:35-5:30.....KidsWatch

*\*Subject to change*

**Discipline Code**

The staff at Mar Lee School is committed to providing a positive and safe learning environment for your child. We want students to be clear about our expectations and the consequences of their behavior. This is a character based program based on 5 simple “school wide” expectations”.

**Mar Lee School Wide Expectations**

1. *Respect myself, others, and property.*
2. *Be on time and prepared.*
3. *Listen and follow directions*
4. *Keep hands, feet, and ugly words to self.*
5. *Walk and talk quietly.*

We have implemented a behavior program called PBS (Positive Behavior Support). PBS provides rewards for students who are following the rules and consequences for students who are not.

Every day the students will have an opportunity to earn Behavior Points. The teachers will keep track of student’s Behavior Points on a chart that will be kept in the classroom. If the students follow the school rules (listed on the back), they will earn points for various times of the day, such as bus, breakfast, room, hallway transitions, morning class time, lunch, etc.

If students meet their goal of Behavior Points for the week (each month’s goal is listed on the back), they will receive a reward from their teacher the following Monday. If students meet their goal for the entire month, they will be allowed to participate in a special activity planned by our staff, which could include a movie, dance, popcorn party, field trip, etc.

If a student’s behavior warrants more than just a Behavior Point taken away, a teacher or other staff member will fill out a Report for Broken Rule form. The teacher will then have the student **immediately** call his/her parent and explain what happened. Teachers will be using the Behavioral Consequence Chart included with this letter to determine the appropriate consequence for each incident. Examples of consequences may include loss of recess, lunch detention, and OSS (Out of School Suspension). This year we will again be utilizing ISS (In-School Suspension) for some offenses. During ISS students will be expected to do their work quietly in another class and will not be allowed to participate in any extra activities, such as, P.E., recess, etc.

**MAR LEE SCHOOL  
 2019-2020 BEHAVIORAL CONSEQUENCE CHART**

<b>LD=Lunch Detention</b>	<b>ISS= Inside School Suspension</b>		<b>OSS= Outside School Suspension</b>	
<b>Discipline code and description</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
Dress code violation	Notice letter to parent	Notice letter to parent-Student to the office	Phone call home and correction before returning to class	Phone call home and



				correction before returning to class-1 day of ISS
Disobeying teacher in a willful manner	1 LD	2 LD	1 ISS	2 ISS
Disorderly conduct	1 LD	2 LD	1 half day ISS	1 ISS
Insubordinate/unruly conduct	½ ISS	1 ISS	2 ISS	1 OSS
Disrespect to staff	1 ISS	2 ISS	3 ISS	1 OSS
Inappropriate language, teasing, exclusion or hurtful behavior towards a student	K-2 1 LD 3-8 1 LD	K-2 2 LD 3-8 half day ISS	K-2 half day ISS 3-8 1 ISS	K-2 1 ISS 3-8 2 ISS
Profane or obscene language/gesture.	1 LD	2 LD	½ ISS	1 ISS
Violation of the Acceptable Use Policy	1 ISS-Possible loss of technology for remainder of quarter	Loss of use of school technology for the remainder of school year		
Plagiarizing and cheating	1 LD	1 ISS	2 ISS	3 ISS
Lying to staff	1 LD	3 LD	5 LD	1 ISS
Verbal assault towards another student	1 LD	3 LD	5 LD	1 ISS
Verbal assault towards school staff, volunteers, or contractors	1 OSS	2 OSS	3 OSS	5 OSS
Tardy to class	1 LD	2 LD	3 LD	5 LD
Leaving school or class without permission	1 ISS	3 ISS	1 OSS	3 OSS
Public display of affection	1 LD	2 LD	1 ISS	2 ISS
Non-aggressive touch	1 LD	2 LD	3 LD	1 ISS
Aggressive touch: such as, hitting, pushing, shoving, biting, spitting	<u>K</u> 1 LD <u>1-5</u> 1/2 ISS <u>6-8</u> 1 ISS	<u>K</u> 1/2 ISS <u>1-5</u> 1 ISS <u>6-8</u> 2 ISS	<u>K</u> 1 ISS <u>1-5</u> 2 ISS <u>6-8</u> 3 ISS	<u>K</u> 1 ISS <u>1-5</u> 1 OSS <u>6-8</u> 1 OSS
Fighting	<u>6-8</u> 1 OSS <u>3-5</u> 1 ISS <u>K-2</u> 1 LD	<u>6-8</u> 2 OSS <u>3-5</u> 1 OSS <u>K-2</u> 2 ISS	<u>6-8</u> 3 OSS <u>3-5</u> 2 OSS <u>K-2</u> 1 OSS	<u>6-8</u> 5 OSS <u>3-5</u> 3 OSS <u>K-2</u> 2 OSS
Bullying/Intimidation/CYBER Bullying	<u>6-8</u> 3 ISS <u>3-5</u> 2 ISS <u>K-2</u> 1 LD	<u>6-8</u> 1 OSS <u>3-5</u> 1 OSS <u>K-2</u> 1 ISS	<u>6-8</u> 3 OSS <u>3-5</u> 2 OSS <u>K-2</u> 1 OSS	<u>6-8</u> 5 OSS <u>3-5</u> 3 OSS <u>K-2</u> 2 OSS
Title IX violations including sexual, gender, race, sexual orientation related harrasment	<u>3-8</u> 2 LD <u>K-2</u> 1 LD	<u>3-8</u> 1 ISS <u>K-2</u> 2 LD	<u>3-8</u> 2 ISS <u>K-2</u> 1 ISS	<u>3-8</u> 1 OSS <u>K-2</u> 2 ISS
Physical Assault	1 OSS	3 OSS	Recommend long term suspension/expulsion	
Sexual Assault	Recommendation of expulsion			

Use of phones/electronic devices for any purpose than those specifically instructed by school staff.	Student may pick up device after school 1 LD	Parent may pick up device after school 2 LD	Parent may pick up device after school 3 LD	Parent may pick up device after school 5 LD
Theft or possession of stolen property(less than \$100)	<u>3-8 ½ ISS</u> <u>K-2 1 LD</u> Restitution if necessary	<u>3-8 1 ISS</u> <u>K-2 ½ ISS</u> Restitution if necessary	<u>3-8 1 OSS</u> <u>K-2 1 ISS</u> Restitution if necessary	<u>3-8 3 OSS</u> <u>K-2 3 ISS</u> Restitution if necessary
Theft or possession of stolen property(more than \$100)	<u>6-8 1 OSS</u> <u>3-5 1 ISS</u> <u>K-2 1 ISS</u> Restitution if necessary	<u>6-8 3 OSS</u> <u>3-5 1 OSS</u> <u>K-2 3 ISS</u> Restitution if necessary	Recommend long term suspension/expulsion	
Defacement of property	Restitution and 1 LD	Restitution and 1 day ISS	Restitution and 1 day OSS	Restitution and 3 days OSS
Destruction of property	Restitution-1 ISS	Restitution-2 ISS	1 OSS	3 OSS
Misuse of property	1 LD	2 LD	3 LD	5 LD
Tobacco/Alcohol	Referral to superintendent for long term suspension/expulsion			
Arson	Referral to authorities, possible referral for long term suspension/expulsion.			
False Fire Alarm or Bomb Report	Parent contact-possible referral to authorities			
Weapons-dangerous instruments	Follow state law			

\*5+ offense at discretion of principal and Board of Education

### PBS Monthly and Weekly Behavior Goals

	Goal	Character Focus		Goal	Character Focus
<b>September</b>	80%	Respect	<b>February</b>	90%	Trustworthiness
<b>October</b>	80%	Responsibility	<b>March</b>	90%	Honesty
<b>November</b>	85%	Citizenship	<b>April</b>	95%	Courage
<b>December</b>	85%	Caring	<b>May</b>	95%	Appreciation
<b>January</b>	88%	Fairness	<b>June</b>	97%	Patience

Students who acquire more than 3 broken rules in any one quarter may be excluded (at the discretion of the administration) for extracurricular activities, such as field trips or dances, schedule to take place during quarter. School wide expectations and consequences apply to all student activities whether they take place on the grounds, a bus, or events that take before/after school on the grounds

\*The Superintendent reserves the right to amend this document to accommodate for special circumstances that have not been considered in the collaborative effort of the staff to create this document.

A student who is suspended out of school for any reason will not be allowed to practice, participate in, or attend any school activity, regardless of location, during the suspension (including weekends and/or holidays).

Due Process is the procedural rules and regulations for the school community. A student must be

given an opportunity for a hearing with the appropriate school administrator if the student or parent/guardian indicates the desire for one. A hearing shall be held:

- To contest the facts which may lead to disciplinary actions;
- To contest the appropriateness of the sanction imposed by a discipline authority;
- If the student, or parent/guardian allege prejudice of unfairness.

Contact and communication with the staff at Mar Lee School should follow these steps:

1. Parent should first contact the staff person directly involved to ask for clarification or to express concern. Parents can leave a message with the office and the staff person will contact them directly.
2. After step 1 has been followed, should the parent feel that their complaint or concern has not been resolved, they should then bring the concern or complaint to the building principal.
3. After step 2 has been followed, should the parent feel the complaint or concern has not been resolved, they should bring the concern to the Superintendent.

### **Dismissal**

Students at Mar Lee School are dismissed by grade through various musical prompts. Students should not be out of their classrooms until the song for their grade level has begun. Visitors must be signed in and have a badge if they wish to leave the vestibule prior to the doors being unlocked.

#### **Mar Lee School Dismissal Music**

- Simple Gifts-(Piano Music) Approximately 2 minutes-cue that dismissal is about to begin. *When the music starts, CAR RIDERS OF ALL AGES are dismissed from their classrooms. All these students should move directly to the east end of the school for pickup.*
- Sweet Caroline-Kindergarten bus students dismissed.
- Walking on Sunshine-1<sup>st</sup> Grade bus students dismissed.
- Obladi Oblada-2<sup>nd</sup> and 5<sup>th</sup> Grade bus students dismissed.
- Sir Duke-3<sup>rd</sup> and 4<sup>th</sup> Grade bus students are dismissed.
- Island in the Sun-Health/Art/Music bus students are dismissed.
- Hey Ya-P.E./All remaining bus middle school students are dismissed.
- Country Roads-Last call for bus riders

### **Dismissal Changes**

Please **call the school office (781-5412) before 3:00 to change after school arrangements for your child.** The office gets extremely busy at the end of the day, and we want to ensure that each child gets to the appropriate person/place. If you would like your child to ride a bus home that is not the student's typical bus, you must first call the school to be sure there is enough room on that school bus. You must also then send a note with your child signed and dated by you detailing these arrangements.

### **Dress Code**

The Board of Education recognizes that a student's dress and grooming must not disrupt the educational environment, interfere with a positive learning climate, or compromise reasonable standards of health and safety. If a student is not following the Mar Lee School dress guidelines, the student will be given the opportunity to correct the attire which is in violation. The following are the required expectations;

- Coats and backpacks should be kept in student lockers unless permission is granted by the classroom teacher.

- Clothing articles that are sexually suggestive, advertise age inappropriate or illegal items, illicit drug products, or indicate gang affiliation are not acceptable.
- All clothing must be worn so that a student's undergarments are not showing. Pants worn below the waist and exposing undergarments are a safety risk and are not allowed.
- Shorts, skirts and skorts must be "fingertip length" if worn over bare legs.
- Pajamas and slippers are not to be worn without permission.
- Shoes/sandals must be worn for safety reasons.
- Athletic shoes are required for gym classes.

### **Food and Beverages:**

As part of our **Healthy Schools Initiative**, Mar Lee School promotes consumption of healthy food and beverages during the school day.

**\*The following beverages are prohibited: Energy Drinks, Coffee, Cappuccino, and all other caffeinated beverages.**

\*Water is the only beverage permitted in the classrooms. Other food and beverages may be brought for school sponsored activities with teacher permission.

### **KidsWatch**

Kids Watch is a program provided by Mar Lee School and supervised by Mar Lee employees. We strive to maintain the highest quality program at the lowest possible cost. In this program children will have age appropriate activities to choose from, including: arts, games, outdoor play (when weather permits), and prearranged academic help. Finally, we will provide safe, dependable, and quality care for your child. The Mar Lee Kids Watch staff considers a successful program to be a cooperative effort between staff, parents, and children.

Hours/Cost Before school (A.M): 7:30am-8:30 Cost: \$3.00 per child.

After school (P.M): 3:35pm-5:30 Cost: \$3.00 per child.

- A late fee of \$3.00 per five minutes will be charged to parents who pick up their child/children after 5:30 P.M
- No children are to be unsupervised throughout the building.
- Please do not drop your children off before 8:30 A.M. or they will be sent to the program and you will be charged accordingly.
- Any child that is not picked up by 3:35 P.M. or ride the bus home will be sent to the program and parents will be charged accordingly.
- Children who have practice immediately following school must report to the gym. Anyone else who has practice at a later time will be sent to the program and charged accordingly.
- Home games- no child will be allowed to stay after school without supervision. They must report and be charged accordingly until an adult picks them up.

We ask that you pay for the service as you use it. Daily payment will be required upon drop off in the morning and/or pick up in the afternoon. Payments should be paid in check form payable to: Mar Lee School

A snack will be offered each day in the After School (P.M. session) Kids Watch Program. This will consist of a beverage and a healthy food item.

\*\*Parent/guardian must drop their children off at the WEST (elementary) end with parents/guardians signing them in. ALL students must report to the supervisor. If there is a need to go elsewhere in the building they will be issued a hall pass. If a child has a 1 day prearranged meeting, with a teacher they are still to report to Kids Watch and the supervisor will call to make

sure the teacher is ready for them. No child will be allowed in or on school grounds unsupervised.

**\*\*Parents/guardians must pick up their children within the designated time (by 5:30 P.M.) and in the Art room. Parents/guardians will have to sign a pick up form to ensure each child is accounted for. If someone other than the parent/guardian is to pick up the child, the supervisor must be informed of this. The child will not be released to an unauthorized person. A form of identification will be required from this person. The person picking up the child will be requested to sign their name and the time of departure on the sign out sheet.**

The KidsWatch program will use the Positive Behavior Support matrix for discipline infractions. Please see behavior matrix in handbook for more details.

When school is closed due to weather or unforeseen conditions, we will not run the Kids Watch Programs. If there is a two-hour delay, the AM session will not be open. When Mar Lee has half days, the P.M. session will not run on those days. If for some reason we dismiss school early the P.M. session will not be available.

### **Lice (Pediculosis)**

Whenever a student is found to be infested with head lice, s/he is to be sent home for treatment and not readmitted until the parent completes the treatment form and it is confirmed that the child is free of any nits. The necessary treatment is contained in the “Decontamination Letter” which is to be sent to the parent along with a cover letter. The other students in the infested student's classroom and the student's sibling(s) should be examined for evidence of either the lice or lice eggs (nits). The examinations should be done by each student's parents, the school nurse, and/or the office staff.

### **Lockers and Locks**

All students in grades 6-8 will have an assigned locker. These lockers **do not** have locks. If a student wishes to lock his/her locker, he/she **must** “rent” a padlock from the school office. The cost is \$5.00, but the full amount will be returned when the lock is turned in at the end of the school year. Students may **not** use any other locking device on their lockers. **Students are not to share their combinations with other students.**

### **Lunch and Snacks**

Lunch cost:	2.90	reduced lunch cost:	.40
Breakfast cost:	2.05	reduced breakfast cost:	.30
Milk:	.50		
Adult cost:	3.75	Adult milk:	.50

- We promote healthy lunch and snacks at Mar Lee School.
- Salad bar is available daily.
- No deep fried foods are served.
- Students should **not** bring ENERGY DRINKS, soda, coffee/cappuccino to school.
- All food and drinks should be kept in student's locker prior to lunch, and then should remain in the lunch room.

### **Lunch/Breakfast Charging Policy**

All students, parents or guardians are expected **to keep a sufficient amount of money in their accounts to cover all meal expenses.** Students that do not have a positive balance in their account and forget to bring money for meals will be allowed to charge 1 lunch and 1 breakfast.

(\$5.00 maximum charge limit) No further charging will be allowed until the account has a positive balance. Once they have reached the charging limit, they will be served a vegetable, fruit, and milk only until the account is reconciled. A note will be sent home with the student every Friday and parents may access student lunch balances on Skyward. If the account still has a negative balance, they will be sent to the office to call home for a lunch or lunch money.

### **Medications-Over the Counter, Prescription and Herbal Medicines**

The administration of medication by school personnel shall be authorized and performed only in circumstances which render the administration of the medication by the parent at home impossible or extremely difficult. School personnel specifically authorized by the building principal or his/her designated representative will administer medication. This authorization shall be issued only in compliance with the following conditions:

1. Prescription medication must be brought to the office by a parent/guardian in a clearly marked container prepared by a pharmacist, doctor or pharmaceutical company. Students are not allowed to possess and self-administer an over-the-counter medication. If a student is found with a medication (over-the-counter) in his/her possession, the principal may use one or more of the following procedures, depending on the particular situation:

2. **The parent/guardian of the student and the student's physician must sign the Medication Administration Authorization Form for all prescription, over the counter and herbal medications to be administered by school personnel.** A new form is required each school year or if a dosage changes.

3. A designated school district employee will:

- a. inform appropriate school personnel of the medication
- b. keep a record of the administration of the medication
- c. return the unused medication to the parent or guardian only

4. The parent/guardian of the child assumes responsibility to inform the school of any change in the child's health or change in the medication.

5. The student's parent/guardian has the responsibility to instruct his/her child to appear for dispensation of the medication at the scheduled time, and the student has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

### **Medications-Emergency**

In order for students to carry an emergency medication, such as inhalers for asthma or epinephrine auto injectors for medically diagnosed allergies, office personnel must receive the following:

- a. written instructions from the student's physician
- b. written authorization for self-administration from the parent or guardian

Staff members will be notified when students are carrying emergency medications. The medication is transported to school and maintained exclusively under the student's control. Students permitted to self-administer medication shall not convey, transfer, or distribute the medication to other students.

### **Parent /Teacher Conferences**

We will have conferences on the following dates:

October 22<sup>nd</sup>-24<sup>th</sup>

March 17<sup>th</sup>-19<sup>th</sup>

It is important for all parents to attend. If you are unable to make it on one of the above dates, please talk to your child's classroom teacher to arrange an alternate meeting. Thank you!

### **School Closing Information**

If Mar Lee School should close in the event of bad weather or other unforeseeable occurrence, we will use the SCHOOL MESSENGER PHONE SYSTEM to notify parents. At the time of registration, please indicate to our office personnel which phone numbers you would like our recording to call in order to let you know when school will be closed.

In addition, we will also continue to post closings on the following TV and Radio stations:

WWMT (TV-3)	WILX (TV-10)	WLNS (TV-6)
Fox 47	WWMT (TV-3)	WOOD (TV-41/8)

In the event of an unexpected early dismissal, the automated call will be sent out and students will be released as per the “**EARLY DISMISSAL PROCEDURES FORM**”, filled out online at the beginning of the year.

### **Student Support Services**

If you or your student should need support or assistance please do not hesitate to contact our Student Support Specialist: Michelle Van Sickle, [vansicklem@mar-lee.org](mailto:vansicklem@mar-lee.org)

### **Transportation**

All students and their parents must complete the attached Transportation Contract and Boarding Pass to utilize Mar Lee School District transportation services. Safe transport to and from school is a priority at Mar Lee School. Any behaviors that jeopardize that safety will be documented and addressed using the 2019-2020 Behavioral Consequence Chart located in this handbook. Please contact Julie Jordan, Transportation Director, for all transportation related concerns at [jordanj@mar-lee.org](mailto:jordanj@mar-lee.org)

### **Visitor Procedures**

Parents/guardians are always welcome at Mar Lee School. Visitors are asked to park on the west end of the school and enter through the front door only. Thru traffic is not allowed in the bus loading and drop off zones (in front of the school) between 8-9 A.M. and 3-4 P.M. This area is designated for buses only at these times. All visitors must check in and out through the main office and wear a visitor's badge (obtained in the office) while on school grounds. Thanks for your cooperation in these matters.

### **Volunteers**

PTO members, classroom volunteers, and field trip chaperones are always needed. Please ask about signing up in our school office! **Background checks are done on all volunteers and chaperones working with our students for their safety.**

### **Notice of Nondiscrimination**

It is the policy of the Mar Lee School District that no person shall, on the basis of race, color, national origin, gender, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, or employment. Any questions regarding Title IX or Section 504 of the Rehabilitation Act, both of which prohibit discrimination should be directed to Chad M. Holt, Superintendent at 269-781-5412.

### **Asbestos hazard Emergency Response Act (AHERA) Notification Requirements**

The Environmental Protection Agency requires each year that the district employees and occupants receive notice of asbestos removal or abatement activities. This notice serves to inform all employees and individuals who will occupy the buildings of the Mar Lee School as required.

During the last year there have been no asbestos related removal or abatement projects in any of the district facilities. The district asbestos management plans are available for review, please contact Chad M. Holt, Superintendent at 269-781-5412.

### **Pesticide Notification**

The Mar Lee School District does not apply any pest management chemicals on district grounds during the school year without prior notification to parents to insure the safety of all students, parents, and employees. For any information regarding this notice contact Chad M. Holt, Superintendent at 269-781-5412.

### **Family Education Rights and Privacy Act (FERPA)**

There are times when various professional associations, alumni groups, the military services, colleges and universities, citizens (via Freedom of Information Act), and other similar groups request directory information on our students. The Family Education Rights and Privacy Act provides for this information to be released unless parents or an eighteen year old student notify the school in writing that they do not want directory information released. Therefore, unless we receive written notice that any or all directory information is NOT to be released to appropriate groups or associations, the following information will be provided:

Name, address, telephone number, date & place of birth, photograph, major field of study, participation in school activities, dates of school attendance, honors and awards, other similar information, e.g. alumni association, height and weight of athletes, honor roll members, and information generally found in yearbooks.

Please notify the Superintendent's office in writing by September 30, 2019 should you request that such information NOT be released.

Chad M. Holt, Superintendent  
Mar Lee School  
21236 H Drive North  
Marshall, MI 49068

### **Parents Right-to-Know Policy**

At the beginning of each school year, any district that receives funds under NCLB Title I shall notify the parents of each student attending any school receiving funds that the parents may request, and the agency will provide the parents on request and in a timely manner, information regarding the professional qualifications of the student's classroom teachers including, at a minimum, the following:

- Whether Michigan Department of Education (MDE) has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether MDE has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers or similar paraprofessionals provide services to the parent's child and, if so, their qualifications.

In addition, parents may request and a school shall provide to each parent the following:

- Information on the level of achievement of their child in each of the state academic assessments as required under NCLB; and
- Timely notice that their child has been assigned, or has been taught, for four or more consecutive weeks by a teacher who is not highly qualified.

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:



- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of :
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use :
  - Protected information surveys of students; Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Mar Lee School District has approved policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Mar Lee School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Mar Lee School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Mar Lee School District will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination, or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-8520

# **2019-2020 Mar Lee School Parent Compact**

The Mar Lee School, and the parents of students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

## **REQUIRED SCHOOL-PARENT COMPACT PROVISIONS**

### **School Responsibilities**

Mar Lee School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows: (The following description tells how we will provide high quality curriculum and instruction and do so in a supportive and effective learning environment)  
Through research, study groups, data analysis, collaboration, and continuing education, teachers, as highly-qualified teachers, will create a safe and orderly atmosphere. Hold parent –teacher conferences at least annually, during which this compact will be discussed as it relates to the individual child's achievement. (The parent conferences will be held in the Fall of 2019 and the Spring of 2020)
2. Provide parents with frequent reports on their children's progress.
3. Provide parents reasonable access to staff. During teachers planning time, before and after school, and on parent conference night.
4. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

### **Parent Responsibilities**

We, as parents, will support our children's learning in the following ways:

(Parents: check ways you will support your children's learning)

- Monitoring my child's attendance.
- Making sure that homework is completed
- Monitoring amount of television children watch
- Volunteering in my child's classroom
- Participating, in decisions relating to my child's education
- Promoting positive use of my child's extracurricular time
- Staying informed about my child's education and communicating with the school
- promptly reading notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, as a volunteer on school or county advisory groups

### **Student Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Do my homework as assigned and ask for help when I need to.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school.

### **Parent Involvement Policy**

PART I. GENERAL EXPECTATIONS Mar Lee School agrees to implement the following requirements:

The school will put into operation programs, activities and procedures for the involvement of parents, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

Consistent with section 1118, the school will assure that its parent involvement policies meet the requirements of section 1118 (b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 111(d) of the ESEA. •

The school will incorporate the school parental involvement policy into its school plan developed under 1112 of the ESEA. •

In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand. •

If the plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school district submits the plan to the state Department of Education. •

The school will involve the parents of children served by Title I Part A in decisions about how the funds reserved for parental involvement are spent. •

The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition: Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring....

*(A) that parents play an integral role in assisting their child's learning;*

*(B) that parents are encouraged to be actively involved in their child's education at school;*

*(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*

*(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED PARENTAL INVOLVEMENT POLICY COMPONENTS The following components (Section 1118(a)(2), ESEA) include actions/activities which satisfy statutory requirements.

1. Mar Lee School will take the following actions to involve parents in the joint development of its parent involvement plan under section 1112 of the ESEA:

Parents will serve on the Strategic Planning Team and on the Local School Improvement Council to develop and revise the Parent Involvement Policy.

2. Mar Lee School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

At the first meeting of the Parent Teacher Organization in September, which is the Open House, the school's recent M-STEP scores will be shared with parents, a review of the state's learning standards will be given, and a cumulative review of activities of the Title I program will be given by a Title I teacher. The Parent Involvement Policy will be sent home with each student during the first week of school. Parents will serve on the Strategic Planning Team and on the PTO and have input into the strategic plan.

3. Mar Lee School will provide the following necessary coordination, technical assistance, and other support in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

Based on student achievement data and parent surveys, parents will be invited into the classrooms in November to observe how teachers teach reading and math. Parents will also be invited to the school for

family math night, reading night, and technology night. These activities will be offered based on parent-expressed needs. The facility, materials, and equipment will be provided by the school.

4. Mar Lee School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of the school. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities ( with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

The school will use the findings of the evaluation of its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies. (The following actions describe how the evaluation will be conducted, the persons responsible for conducting the evaluation, and the role parents will play.) A parent survey will be conducted in the spring to assess parent concerns, input, and revisions to the Parent Involvement Policy. The Strategic Planning Team will make revisions based on parent concerns and suggestions.

5. Mar Lee School will build the school's and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. Mar Lee School School will provide assistance to parents, as appropriate, in understanding topics such as the following, by understanding:

- ✿ the State's academic content standards
- ✿ the State's student academic achievement standards,
- ✿ the State and local academic assessments including alternate assessments
- ✿ the requirements of Title I Part A
- ✿ how to monitor their child's progress, and
- ✿ how to work with educators; (The following activities will be used:workshops, conferences, and special materials.)

B. Mar Lee School, will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate to foster parental involvement by:

At the August Open House and orientation to discuss national goals, State content and achievement standards, state assessments and parent policies. Parents will also be informed of ways to monitor their child's progress through reports, report cards, and how to communicate with the child's teacher through phone calls to the teacher, conferences, notes, and through the child's assignment book. Taco Tuesdays will be held on the 3<sup>rd</sup> Tuesday of each month with a focus on Reading/Math/Science/Social Studies/Technology. Parents will be invited to conferences on the annual Parent/Teacher conference evening, for CARE conferences, as well as any times that are needed. Written information is sent home to parents at least once a month to provide ways to help children with their school work.

C. Mar Lee School will educate its teachers, pupil services personnel, and other staff, in how to reach out to, communicate with and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

The Title I staff and the guidance counselor will work with the teaching staff on ways to conduct parent-teacher conferences and how to effectively communicate with parents in writing.

D. Mar Lee School will, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start and public preschool and other programs, and conduct activities that encourage and support parents in more fully participating in the education of their children by:

K Roundup will be held in the spring of 2020, and packets of information will be sent to potential or new K. The K teachers will communicate student concerns and needs with parents at this time. K students will have days in the summer to visit the Mar Lee School to ease anxieties and acclimate to their new learning environment.

E. Mar Lee School will take the following actions to ensure that information related to the school and parent programs, meetings and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand: (Actions) Mar Lee School will provide literature in alternative formats when requested so that all parents might understand how to participate in parent programs at the school and assist their child with learning.

#### PART IV. ADOPTION

This Parent Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs. This policy was adopted by the Mar Lee Parents on August 21<sup>st</sup>, 2019 It will be in effect for the 2019-2020 school year. The school will distribute this revised policy to parents of participating Title I, Part A children on or before November 15, 2019.